



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

GRADUATE STUDENT ASSISTANT

\$1,740 – \$2,634

ENFORCEMENT BRANCH HEADQUARTERS

ANTI-INSURANCE FRAUD ADVISORY TASK FORCE

SACRAMENTO

TWO POSITIONS

The Enforcement Branch, Anti-Insurance Fraud Advisory Task Force, is seeking two Graduate Student Assistants with degrees in Economics, Sociology, or Criminal Justice. The incumbents must exercise a high degree of initiative and independence, have the ability to reason logically, draw sound conclusions, and make appropriate recommendations in performing assigned tasks with a cooperative attitude and commitment to teamwork. *These positions are pending internal approval.*

RESPONSIBILITIES:

Under the supervision of the Staff Services Manager II (Manager, Anti-Insurance Fraud Advisory Task Force), the Graduate Student Assistant (GSA) will be responsible for conducting research for the Commissioner's Anti-Insurance Fraud Advisory Task Force. The GSA will gather, review, organize, analyze, and catalog multiple documents, reports and data; observe methods, problems and principals related to the coordination and work of the Task Force; and assist in the preparation of recommendations, summaries, reports and correspondence for presentation to Enforcement Branch Management and/or the Task Force. The data gathering process will require utilizing various computerized databases, contacting various entities via the internet, email, and phone calls to state and federal government agencies, departmental staff, private research groups, consumer groups, law enforcement agencies, private corporations, universities, and the media; and will perform other related staff work as assigned. *Background check and fingerprinting are required. Free parking! Close to Light Rail!*

DESIRABLE QUALIFICATIONS:

- Ability and flexibility to work with a minimum of supervision.
- Ability to work in a team environment; possess tact and good judgment.
- Ability to work well under pressure and meet short deadlines.
- Must possess strong interpersonal skills, dependability, and organizational skills.
- Ability to communicate effectively, both orally and in writing.
- Must exhibit sound completed staff work capabilities and follow oral and written instructions.
- Ability to analyze written data.
- Knowledge of personal computer software programs (Excel, Access, Word, Adobe Acrobat, and Outlook) and strong working knowledge of the Internet.

WHO MAY APPLY: Applications will be accepted from current Graduate Student Assistants employed by the State of California or applicants registered as a graduate student in a college or university of recognized standing. (Persons appointed during the summer months must produce evidence of eligibility for such registration in the following enrollment period.) Applicants with a degree in Economics, Sociology, or Criminal Justice are preferred.

APPLICATION PROCEDURE: Send a completed standard State of California application and proof of registration to Stephanie Brewer, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "STUDENT ASSISTANT, ANTI-INSURANCE FRAUD ADVISORY TASK FORCE, #413-176-4872-GSA" ON THE STATE APPLICATION.** Applications received without the above information may not be considered for review. **PLEASE ATTACH PROOF OF REGISTRATION AS A GRADUATE STUDENT AND COLLEGE TRANSCRIPTS TO APPLICATION.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: **May 21, 2007 or Until Filled**

NOTE: Applications from interested individuals must be received in Human Resources in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

5/11/07 OT